

## UCA Program Deletion Protocol and Process Outline

Deleting a degree program may become necessary, whether because of lack of demand among students for the program, in response to changes in university or departmental priorities, or for other appropriate reasons. The process for deleting a degree program is left undefined by UCA's *Curriculum Development Process Guide* with this statement: "Decisions concerning deletion of a major or a degree program are made at other administrative levels and are not covered by the CDPG" (retrieved 2015-04-23 from <http://uca.edu/panda/curriculum-development-process-guide/required-forms-actioninformation-items/> ).

The following outline clarifies the process whereby programs are deleted and identifies the consultations, agreements, and documentation required by that process.

### Stage 1: Department

*Process:* Department faculty and administrators formulate an intention to delete a degree program. At this stage, consultations must occur with entities outside the department that may be affected by the intended deletion. (For example, a department intending to delete a teacher-licensure program must consult with the Professional Education Unit/Professional Education Counsel and reach agreement regarding the intended deletion. All program deletions require consultation during this stage of the process with the Office of Student Financial Aid to determine whether the deletion will have an effect on federal financial aid programs at UCA.) It is the department's responsibility to ensure that such consultation takes place and that it is documented. It is also the department's responsibility to develop and implement any necessary phase-out plans. The department makes its recommendation, with required documentation, to the dean of the college.

*Documentation:* The following documents are required:

- ♦ A memorandum, addressed to the dean of the relevant college, recommending the deletion. This memo will describe consultations undertaken and agreements reached with entities outside the department in relation to the recommended agreement.
- ♦ Documentation of consultations undertaken and agreements reached with entities outside the department, including the Office of Student Financial Aid.
- ♦ ADHE Form LON-5 (available online at <http://www.uca.edu/panda/curriculum/forms.html>). This form requires information about the deletion, including a phase-out plan, if relevant.

### Stage 2: College Dean

*Process:* The college dean reviews the department's recommendation and documentation, verifies that all appropriate consultations have taken place, that all necessary agreements have been reached, and that any necessary phase-out plan exists and can be reasonably implemented. The dean then either endorses or rejects the department's recommendation. If the dean rejects the department's recommendation, it is returned to the proposing department. If the dean endorses the department's recommendation, the dean forwards the recommendation and her/his endorsement to the provost.

*Documentation:* The following documents are required:

- ♦ A memorandum, addressed to the provost, endorsing the proposed deletion.
- ♦ All the documentation submitted in stage 1.

### Stage 3: Provost and After

*Process:* The provost reviews the recommendation and the dean's endorsement and either approves or rejects the recommended deletion. If the provost rejects the endorsed recommendation, it is returned to

the endorsing dean with reason(s). If the provost approves the endorsed recommendation, the Office of the Provost prepares notification to the Board of Trustees, informs appropriate university councils (Undergraduate Council, Graduate Council, Professional Education Council), and (after Board notification) prepares and submits notification to the Arkansas Department of Higher Education (ADHE) for the Arkansas Higher Education Coordinating Board (AHECB) agenda. After ADHE/AHECB notification requirements are met, the Office of the Provost notifies the department, the Office of Student Financial Aid, and other appropriate campus entities.

The department is responsible for monitoring and managing any phase-out plan associated with the deletion.